

STATE OF HAWAII PURCHASING CARD CARDHOLDER AGREEMENT

In return for the purchasing authority delegated to me and in consideration of my responsibility to properly steward public resources, I agree to undertake the following responsibilities:

- To comply with this Agreement and the applicable provisions of the State of Hawaii Procurement Card Procedures, presently and as may subsequently be revised. I acknowledge receipt of the Manual and affirm that I have read and understand its terms and conditions. I understand that the State of Hawaii is liable to First Hawaiian Bank for all charges made by me.
- I will submit necessary transaction documents and/or transaction information to my agency by the end of the monthly billing cycle. I also acknowledge that my failure to do so may result in the revocation of my privilege to be a cardholder.
- To protect and safeguard the Purchasing Card per this Agreement and the State of Hawaii Procurement Card Procedures.
- To immediately report lost or stolen cards to First Hawaiian Bank and my department's Approving Official and to send written notice to both First Hawaiian Bank and my jurisdiction's Purchasing Card Administrator.
- To purchase ethically, fairly, and without conflict of interest; to seek the best value; to purchase only necessary items; to determine that the price is fair and reasonable by comparing alternative sources; and when using State or Federal funds, to avoid firms or individuals who are prohibited from contracting with the State or Federal Government.
- I understand that the use of the Purchasing Card to make personal purchases is strictly prohibited and unauthorized. I will not use the Purchasing Card, under any circumstances, for personal use.
- I understand that my use of the Purchasing Card will be audited.

As the holder of this Purchasing Card, I agree to accept responsibility for the protection and proper use of this Purchasing Card as outlined in this Agreement and the State of Hawaii Procurement Card Procedures. I understand that I cannot use the Purchasing Card for the restricted commodities listed in the State

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of Hawaii Procurement Card Procedures. I understand that commodities, where contracts are in place, must be purchased from the contract suppliers.

I understand that my failure to comply with the applicable provisions of the State of Hawaii Procurement Card Procedures and/or the provisions of this Agreement may result in revocation of Purchasing Card privileges, and if the Purchasing Card is used for unlawful or improper purposes, I may also be subject to disciplinary action for that misconduct.

If I am no longer employed with the State of Hawaii at the time the determination is made that I owed the State of Hawaii moneys for unlawful or improper purchases made with the Purchasing Card, I acknowledge that if the State of Hawaii is forced to initiate legal proceedings to recover amounts owed by me under this Agreement and I am found to be responsible for unlawful or improper purchases, I agree to pay all the legal fees incurred by the State of Hawaii in such proceedings to prove my liability.

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I understand that the State of Hawaii may terminate my right to use this Purchasing Card any time for any reason. I agree to return the Purchasing Card to the State of Hawaii immediately upon request or upon termination of employment.

CARDHOLDER:

Signature

Date

Print Name

Department

Division/Branch/Office

Work Telephone No. / Fax No.

E-mail Address

APPROVING OFFICIAL:

I authorize this applicant to have a Purchasing Card:

Approving Official's Signature

Print Name

Date

Department Name

Division/Branch/Office

Cardholder:

I hereby acknowledge receipt of Purchasing Card # _____
with the monthly limit of _____ and the expiration date of _____.

Cardholder Signature

Date